



STAFF TIME EQUIVALENCIES

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Purpose of Time Equivalencies

- Requirement of the Consolidated Agreement (Section B.8)
- Determine Labor Cost of Providing Services- Medicaid Cost Study



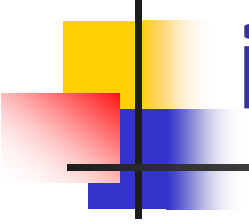
What Is It ??

- Staff members record time worked to the program in which they worked
- Time is converted to percentages worked in each program
- Salary and fringe for each employee is applied against their percentage
- Time is charged to each program according to the results of the process



Importance of Time Equivalencies

- LHD's are a service cost agency
- Approximately 85% of our total cost is identified as salary and fringe benefits
- 85% of true cost of programs and services depends upon the accuracy of this process



Why are true program cost important ??

- Assist us in acquiring new or additional grant dollars
- Enables us to recoup the cost of providing our services from 1st/3rd party payors



How to arrive at the most accurate Time Equivalency

- Development of a comprehensive time sheet (detail each program that could possibly have staff time in it)
- Staff Education
- Require Supervisor approval
- Require fiscal and administrative review



Comprehensive Time Study Sheet

- Include all grant titles
- If you have special local grants, you must include them also on your time sheet
- Remember- Any where you have staff time, you must have a column in order for staff to record their time



Staff Education

- Train existing staff
- Make this training a part of orientation process for new staff
- Include general directions on the back of the time sheet
 - Definitions of abbreviations
 - Purpose of column titles
 - Record in 15 minute increments



Staff Education continued

- Train staff to record their time, where they spend their time
- It is best to complete a time sheet, on a daily basis
- Do one-on-one training, when staff appear to be confused about where they should charge their time



Two guidelines to determine where to record time

- (1) Contract Addenda: If service is addressed in program contract addenda, record time appropriately, to meet contract obligations
- (2) Ask yourself a question? Who pays for the service you are rendering ??

Example of coding your time

WRONG

- You have more money in one program than you do another
- Employee works in Family Planning, but charges time to Maternal Health
- Employee codes time to FP (not Method Related)



Employee's responsibility

- Employee must be accountable for submitting their time study to their Supervisor, in a timely manner
- Employee must understand that their signature on the time study states what they have reported is true and correct to the best of their knowledge



Supervisor Approval

- Supervisor must assure staff have a clear understanding of time study completion
- Supervisors know where staff are assigned to work
- Quick review of time sheets can identify problem areas



Supervisor approval continued

- Supervisor should have a back up, to assure if they should be out, someone takes this responsibility
- Supervisor is accountable for submitting their time study to the appropriate employee, in a timely manner



Fiscal Review

- Everyone receiving a paycheck should have a time sheet
- Assure employee has signed
- Assure supervisor has signed



Health Director Review

- After time study is completed.....
 - Review dollar results of time equivalency process



Administrative Time

- Time that can be allocated to all programs, (including WIC and EH) according to direct service time. The Health Director, Finance Department, Personnel Department , and Data Systems Management normally serve all programs in an agency and are good examples of administrative time that can be distributed by direct service time.



How to charge Administrative Time

- Charge all administrative time to the General Budget
- Have administrative staff code time just like direct service staff
- Charge administrative time to all programs in proportion to the direct time attributed by direct service staff (apply consistently to all cost centers)



Specific issues continued

- IAP = Outreach only (not clinical)
- FP= Method related only
- Immu.(18 & under Yrs).= CH
- Immu. (19 & over Yrs.)= AH
- Flat rate (preg. Test) = Gen., OS, etc.



Specific issues continued

- Time follows HSIS entry (R/B)
- Ex: Preg. Test (flat rate)
- Report to non-program
- Program= sliding fee scale only



Encounter forms must be correct

- Program type determined by
- primary complaint
- what brought pt. HD
- Can only be one program type



Make your staff accountable

- Time sheet/ Time study due
- Deadline for date and time
- What happens if not followed
- Acquire signature of staff member



Time Equivalency/Time Study

- Must be submitted to appropriate staff
- For completion of Expenditure Report
- On time
- To receive payment in timely manner